Approved For Release 2005/11/2004 PPT 4000211R000700140007-1

C - O - P - Y

1		
	TO : C	hief, Physical Security Division/SO DATE: 18 July 1955
	FROM : C	hief, Records Management Staff/MS
:	SULTATE I	lestruction of Classified Documents
i i		
	ti.	1. Regulation paragraph H(3) requires that the 25X' lestruction of secret and confidential documents, not registered, he recorded in the appropriate logs." However, proposed
25X1	To the second se	logging of the destruction of this type material.
1.	ī	2. In view of the proposed rescission, and since such a requirement would be extremely detrimental to the Agency Records Unagement Program 1t is requested that your office concur in the destruction, without logging, of secret and confidential documents.
		/s/
	16	25X^2
	(Concurrence:
4 1000		/s/ *
25X1		Chief, Physical Security Division/SO
34	•	Proposed Regulation does not rescind the requirement 25X1 of legging. An exception to the requirement, however, is being greated by this were providing that a record of material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed.
		19 July 1955

DOCUMENT CONTROL PROCEDURE

Central Control	Sub- Control	Sub- Control		Proposition Proposition (1998)
国	The second secon			Prepare Form 238 and forward copies, 1, 4, 5, 6 with the communication. File copy #2 alphabetically by source in chronological order. This file serves as a finding media for all recorded incoming communications. Copy #2 is replaced by copy #1 when action has been completed (paragraph H).
3			C.	File copy #3 by the date on which action is due to be completed. Upon expiration of time allotted for action, contact by telephone the Subsidiary Mail Control to which the communication was referred and establish new due date. Withdraw copy #3 and file by control number when action has been completed (paragraph H). Optional Mathod - File copy #3 by control number. Tab those control slips which bear a follow-up date.
And the state of t	帰		D.	Copies 1, 4, 5 and 6 are received with the communication at the Subsidiary Mail Control point.
			E.	Detach and file copy #k in the sens manner as copy #3.
5				When it is necessary to refer the communication to a second Subsidiary Mail Control, note the referral on copies 1, 4, 5 and 6. Detach copy #5 and forward to the Central Mail Control where it will be destroyed after the information about the transfer is transcribed to copy #3.
	-	and consequently and	G.	In case of a second referral, copies 1 and 6 are received with the communication. Detach copy #6 and file in the same manner as copy #3.
	Approved F	or Release	H. 2005	Copy #1 is received with the correspondence when all necessary action has been taken. The correspondence will be classified by subject, filed, and the reply dispatched. If correspondence is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy #1 is received without attachments and bears notations as to subject classification, action taken and "Retained by " In both instances, copy #1 replaces copy #2 which #8240 CRA 488470366211FG067664466076ferral was
	, pp. 0 tod i	or resease	_000	not required, copies 5 and 6 are received with copy #1 and are destroyed.

DOCUMENT CONTROL PROCEDURE

